



# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012

(213) 974-1101

<http://cao.co.la.ca.us>

July 20, 2004

DAVID E. JANSSEN  
Chief Administrative Officer

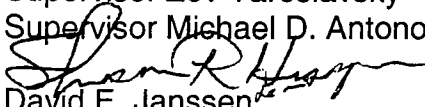
Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

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Fourth District

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To: Supervisor Don Knabe, Chair  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich  
From:   
David E. Janssen  
Chief Administrative Office

## **REQUEST TO AMEND AN INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) WORK ORDER N01-0124**

This is to advise you of my intent to request the Internal Services Department (ISD) to amend existing Work Order Number N01-0124 with Modis Incorporated to increase the Work Order maximum amount from \$298,760 to \$308,760. Prior notice to your Board is required because execution of this Work Order amendment will cause this work order to exceed \$300,000.

### **BACKGROUND**

The Chief Administrative Office (CAO) uses ITSSMA to augment its technical resources and assist County departments with their critical Information Technology needs. This Work Order provides CAO's Urban Research Division essential programming services to assist County departments in supporting Geographic Information Systems (GIS). The primary recipient of these services under this Work Order is the Registrar Recorder/County Clerk (RRCC).

### **SCOPE OF WORK**

Under direction of a CAO project manager, the contractor performs the following services for RRCC:

- Developing upgrade plans for existing GIS applications to create data flows and interfaces to other systems.
- Implementing and testing upgrades using approved plans.
- Assisting in the production of GIS-related election materials, such as Consolidations, Polling Place Maps, etc.
- Assisting in the development of procedures to maintain and refine existing geographic data such as the Thomas Brothers Digital Map Base.

- Assisting in the development and production of ad hoc maps and other cartographic products as needed.
- Developing training materials and conducting training sessions for users.
- Developing user and system documentation.
- Developing documents to include potential enhancements, operations and maintenance of GIS applications.

### **JUSTIFICATION**

County staff lacked the expertise to perform this critical, technically specialized, work. The Work Order expires on August 31, 2004, previously extended from June 30, 2004. The maximum Work Order amount requires an augmentation of \$10,000 for project completion, including documentation of processes necessary for transfer of this function to RRCC personnel.

### **FISCAL IMPACT**

The term of the Work Order is December 13, 2000 to August 31, 2004. No additional time is being requested. The contractor's hourly rate remains the same. Maximum Work Order amount will not exceed \$308,760, and funding is available in the CAO's budget.

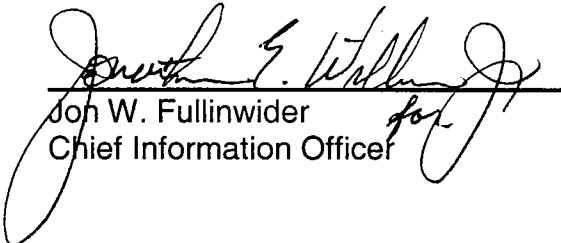
### **CLOSING**

ITSSMA policies and procedures allow for a two-week review process. We will not take action to execute the proposed work order amendment until we have addressed any questions your Board may have about this Work Order. If we do not receive any questions or comments from your Board within the two weeks, we will request ISD to execute the Work Order amendment.

If there are any questions regarding this Work Order request, please contact Florence Fujii at 974-4171.

DEJ:LS:CSS  
FF:RLW

Noted and Approved:

  
Jon W. Fullinwider  
Chief Information Officer